

# Employee Set-Up Form

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## PAYROLL DETAILS

### EMPLOYEE DETAILS

Surname

Forename

Address

Contact tel. no.

Date of Birth

Over 65 years of Age? Yes

No

E-mail

Employment Start Date

Job Title

UCD Club

PPS Number

### SALARY DETAILS

Payment per hour

Anticipated No. of Hours

Anticipated Total Cost

Time Period Applicable

Commenced:

Concludes:

Evidence of Qualifications Submitted:

All sections of this form must be completed. Incomplete forms will be returned.

Form to be submitted to the AUC, c/o UCD Sports Office, UCD Sport by 5pm on Friday 29th October 2021.

All coaches must sign a coaching contract with the respective UCD Club and the Code of Ethics & Good Conduct for Coaches. These are to be submitted by the UCD Club.

All coaches are subject to Garda Vetting.

All coaches must have a valid Safeguarding 1 Certificate (valid for 3 years)

All coaches are engaged by the respective UCD Club.

Payment will be made twice per year to coaches (December & May) upon receipt by the AUC of written confirmation from the club of the payment owed to the coach and the club having sufficient funds to cover the payment and associated costs.

